



## **Governor Brewer's Office of Boards and Commissions**

### **Public Service Orientation Frequently Asked Questions**

#### **1. Who needs to complete the public service orientation?**

Under A.R.S. § 38-592 all appointees to a State board or commission must complete the course within six months of their appointment date.

#### **2. This is my second term on the board/commission and I have already attended the public service orientation training. Do I need to complete the course again?**

If you have previously attended either an Arizona Government University (AzGU) sponsored public service orientation training class or a Governor's Office of Boards and Commissions public service orientation training class, you need not complete the class again. If you have previously attended an approved training class please provide the Governor's Office of Boards and Commissions a copy of your certificate so your attendance will be reflected in our records.

#### **3. What do I do when I have completed the online class?**

When you have completed the public service orientation training online it will prompt you to enter your name. Once your name has been entered an official results page will be displayed. You should print two copies of the official results page, keep one for your records and send the other to the Governor's Office of Boards and Commissions, 1700 W. Washington St., Ste. 101, Phoenix, Arizona 85007. You can also fax the results to 602.542.0758 or *PDF* them to [BC@az.gov](mailto:BC@az.gov).

#### **4. Should I take the ethics class prior to appointment?**

No, the public service orientation is designed only for those individuals that have already been appointed to a board or commission. Completing the class at the time of your application will have no effect on your application status or the Governor's appointment process.

**If you have any additional questions or concerns please contact the Governor's Office of Boards and Commissions at 602.542.2449.**